

B+C-9

ADMINISTRATIVE
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22 February 1973

Headquarters Space Requirements

Space Occupied by Director's Office 9th Floor, Magazine

<u>Space (Sq.Ft.)</u>	<u>Personnel</u>	<u>Office Ratio (Sq.ft./person)</u>
1585	5	317

Required space at Headquarters:

1060	5	212
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Space Occupied by Geography Division on 5th, 8th and 10th floors, Magazine

<u>Space (Sq.Ft.)</u>	<u>Floor</u>	<u>Personnel</u>	<u>Office Ratio (Sq.ft./person)</u>
O/CH/GD 1175	5	5	235
Secure Area & Vaulted 8850	8/10	46	192
10,025			

Required space at Headquarters:

800 sq.ft. (Office)	5	160
6000 sq.ft. (Vault)	46	130
6800	51	133

Map Library Loan Copy Collection

Approach 1:

Transfer the single-sheet map component of the Loan Copy Collection to Headquarters, leaving series-sheet maps behind:

Space for added maps	1,700 sq.ft.
Space for 3 extra personnel	800 sq.ft.
Total added space requirement	2,500 sq.ft.

Approach 2:

Move the entire Loan Copy Collection to Headquarters:

Space for added maps	3,328 sq.ft.
Space for 4-5 extra personnel & files	1,748 sq.ft.
Total added space requirement	5,076 sq.ft.

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